

# California Energy Commission



**CLASSIFICATION:** Energy Resources Specialist III (Managerial)

**TENURE:** Permanent

**TIME BASE:** Full Time

**SALARY:** \$9,124 – \$10,362

**LOCATION:** Efficiency Division, Appliances Office

**FINAL FILING DATE:** April 26, 2019

The California Energy Commission's Appliances Office is looking for a dynamic and highly motivated individual who is interested in helping Californians continue to have energy choices that are affordable, reliable, and environmentally acceptable. If you are looking to work for an organization that encourages creativity and supports a cooperative work environment, look no further. If you have excellent interpersonal, organizational, and project management skills, as well as excellent written and oral presentation skills, we encourage you to apply.

The full duty statement is available at <http://www.energy.ca.gov/careers/jobs.html>.

## DUTIES/RESPONSIBILITIES:

- Plans, organizes, and directs the work of a professional staff of engineers and scientists engaged in developing and implementing the appliance efficiency program, including the Modernized Appliance Efficiency Database System (MAEDbS) certification program. Develop the knowledge, skills, and abilities of supervisors and senior staff.
- Oversees the development and implementation of the state appliance efficiency program, including strategic planning related to which mechanical and electrical appliances to regulate, the rulemaking process for appliance standards, industry stakeholder engagement, outreach and education to manufacturers and distributors, and interaction with the federal appliance efficiency program.
- Oversees the MAEDbS certification program, including funding resources for database enhancements and maintenance, implementing those enhancements, and maintaining the certification database.
- Represents the Commission in presentations, briefings, and meetings; and maintains high level liaison with the U.S. Department of Energy, utilities, state and local government agencies, industry organizations, and the public affected by the implementation of various appliance efficiency regulations.
- Performs other duties as required consistent with the specifications of this classification.

## DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Excellent interpersonal skills, including working within a team environment.
- Strong management and leadership skills to direct the work of the office and meet operational goals.
- Ability to mentor and grow supervisors and staff in critical thinking, completed staff work, and analytical skills.
- Experience with rulemakings under the Administrative Procedure Act.
- Strong project management background to ensure swift movement of projects to completion.

- Ability to communicate effectively and relay complicated information in a clear and concise, consumer-friendly manner.
- Ability to work with other offices and Divisions within the Commission on interdisciplinary projects.
- Strong written and verbal communication skills.

**PLEASE NOTE:** Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.

**WHO MAY APPLY:** Eligible candidates who are current state employees with status in the above classification or lateral transfers from an equivalent class, former state employees who can reinstate in this classification or persons who are reachable on a current employment list for this classification. Appointment is subject to the provisions of the SROA process: SROA / SURPLUS / REEMPLOYMENT candidates are encouraged to apply and must attach a copy of their status letter.

Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature to the contact/address listed below. Electronic applications will be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #410-153 and Position #535-410-4805-001 in the "Explanation Section" of the STD 678.** Resumes are welcomed but do not take the place of the completed State Application STD 678. Will consider a Training and Development (T&D) Assignment. Applications will be screened for experience and only the most qualified will be contacted for an interview.

**NOTE: Failure to comply with the filing instructions and incomplete applications received will not be considered.**

**SUBMIT APPLICATIONS TO:**

Personnel Services Office  
Attn: RPA #410-153  
1516 9<sup>th</sup> Street, MS-3  
Sacramento, CA 95814  
Phone: 916-654-4309

California Relay (Telephone) Service for the Deaf  
or Hearing-Impaired  
From hTDD Phones: 1-800-735-2929  
From Voice Phones: 1-800-735-2922  
[personnelservices@energy.ca.gov](mailto:personnelservices@energy.ca.gov)